



State of California
Employment Training Panel

Arnold Schwarzenegger, Governor

May 6, 2010

Brian Hunt, V.P./General Manager
Icon Identity Solutions, Inc.
10156 Sharon Circle
Rancho Cucamonga, CA 91730

Dear Mr. Hunt:

RE: FINAL MONITORING REPORT for ICON Identity Solutions – ET09-0295

Date of Meeting:	4/5/10
Beginning/Ending Time:	10:00 a.m. – 10:30 a.m.
Date of Last Meeting:	3/12/09
Meeting Location:	Teleconference
Persons in attendance:	Brian Hunt, V.P./General Manager, Icon Identity Solutions; Joe Davey, ETP Analyst
Action Required:	No

CONTRACT INFORMATION:

Term of Agreement:	10/20/08 – 10/19/10	Agreement Amount:	\$19,240
Training Start Date:	1/16/09	No. to Retain:	20
Date Training must be Completed:	7/21/10	Range of Hours:	24 - 150
Type of Trainee:	Retrainee	Weighted Ave. Hours:	32

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1100 J Street, 4th Floor
SACRAMENTO, CA 95814
(916) 327-5640

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4640 Lankershim Blvd., Suite 311
NORTH HOLLYWOOD, CA 91602
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S.F. BAY AREA REGIONAL OFFICE
1065 East Hillsdale Blvd, Suite 415
FOSTER CITY, CA 94404
(650) 655-6930

SAN DIEGO REGIONAL OFFICE
5353 Mission Center Road, Suite 110
SAN DIEGO, CA 92108
(619) 686-1920

FINAL REPORT SUMMARY:

- **HISTORY OF AGREEMENT CHANGES**

The Agreement was executed on 11/21/08 and training began on 1/16/09. You reported that all training was completed on 2/13/09, which allows for the 90-day retention period to be completed within the term ending date of the Agreement – 10/19/10. There were no Modifications or Amendments to the Agreement.

- **INTERVIEW WITH Brian Hunt, V.P./General Manager, Icon Identity Solutions, Inc.**

Mr. Hunt reported that Icon's ETP training project was successful, despite not being able to conduct as much training as originally planned. Due to the economy, the loss of some personnel, as well business constraints, Icon was not able to conduct additional training. He reported that he would have liked to provide more Lean training to maximize available ETP funds. He reported, however, that he was very satisfied with the training the company did conduct.

Mr. Hunt reported that he did not find ETP's record keeping requirements bothersome or onerous. He said that ETP's online Forms and Tracking systems were user-friendly and made many processes easier.

Mr. Hunt reported that training provided trainees with greater skills so that they are able to perform their jobs more efficiently. With the Lean training funded by ETP, employees were given the skills to improve processes and procedures that improved overall efficiency and productivity of the company. With the new skills, the company has reduced waste and improved quality in its production line.

At the time of the visit, Mr. Hunt provided Mr. Davey with projected statistics for the closeout of the Agreement. He reported that the ETP online tracking system was up-to-date and no more training hours would be uploaded for reimbursement. **According to your records at the time of this final meeting, you expected to retain 17 trainees (85.5 percent of planned retentions) for a total reimbursement of \$7,344, (63.75 percent of the encumbered amount).** The Final, closeout invoice was received on 4/5/10 and processed on 4/14/10. **The total amount earned was \$7,344.** This Agreement is now closed.

PROJECT STATUS PROVIDED BY THE CONTRACTOR:

Trainees Started Training:	22	Completed Training:	17
Trainees Enrolled:	22	In Retention Period:	0
Dropped Following Enrollment:	5	Completed Retention:	17
No. Completed Minimum Reimbursable Hours:	17		

PROJECT ADMINISTRATION/TRACKING:

Online tracking hours up to date?	Yes
Accessing or Uploading issues?	No

As of the date of this report, Icon has submitted 2 invoices: Invoice No. 1 for 20 trainees for the first and second progress payments (P1 & P2). Invoice No. 2 was submitted for 17 trainees for the final payment. The total amount paid to date is \$7,344, all of which is earned. Based on current class/lab tracking data the chart below shows the final reimbursement:

Total recorded class/lab training hours for trainees who meet at least the minimum as of the date of meeting:			408
Total potential ETP projected reimbursement based on eligible class/lab training hours tracked to date:			\$7,344
Progress payments made to date:	1	Paid to Date:	\$7,344

SUBAGREEMENTS:

Training

Training vendors performing ETP training?	Yes
If yes, is all training vendor information on file for training vendors who have provided training?	Yes
Has all vendor information been entered in the on-line ETP 100D for all vendors who have provided training?	Yes

ATTENDANCE ROSTERS:

Attendance Rosters reviewed:	1	Rosters reviewed contained all the required information per Title 22, California Code of Regulations, Section 4442.?	YES
Information contained in rosters reviewed was consistent with the hours reported on-line?			YES

AUDIT:

Icon Identity Solutions, Inc. will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

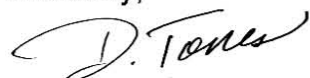
- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION:

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Joe Davey at (619) 686-1919 or at JDavey@etp.ca.gov, within ten (10) working days from the receipt date of this letter.

Sincerely,



Diana Torres, Manager
San Diego Field Office



Joe Davey, Contract Analyst
San Diego Field Office

cc: Master File
Project File

Date report mailed to Contractor May 10, 2010